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**UNITED STATES PROBATION OFFICE  
NORTHERN DISTRICT OF OKLAHOMA**

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**Position Title:** Budget Analyst

Full-Time/Permanent

**Announcement:** #14-02

**Location:** Tulsa, Oklahoma

**Opening Date:** January 28, 2014

**Closing Date:** February 7, 2014

**Starting Salary Range:** 27/1 (\$46,365) - 27/25 (\$57,982)  
(Depending on experience, education, and qualifications)

Promotion Potential to CL 28

**Anticipated Start Date:** February 24, 2014

**Introduction**

This position reports to the Deputy Chief Probation Officer and is responsible for all financial, budget and procurement duties for the office. The Probation Office, which serves the U. S. District Court, has thirty-four employees, of which 21 are probation officers or supervisory probation officers.

**Summary of Representative Duties and Responsibilities**

The Budget Analyst assists in the formulation of the annual budget and associated spending plan and assists with the policy development regarding budgetary matters. The incumbent develops and justifies budget requirements and executes approved and appropriately documented budget requests. In addition, the incumbent prepares, updates and analyzes budget records and other ad hoc reports, as well as maintains oversight of funding allotments and associated spending and recommends and makes appropriate adjustments as required. The incumbent performs as a project manager, conducts internal reviews and audits, and develops recommendations regarding procedures for improvements. Also, the Budget Analyst procures supplies, equipment, miscellaneous services and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts. And, the incumbent contracts for maintenance and repair of equipment and furniture; processes invoices for payment; coordinates with the General Service Administration (GSA) on monthly charges and maintenance issues for government leased vehicles.

**Minimum Qualifications and/or Educational Requirements**

Applicants are required to have: two years of specialized experience, including at least one year equivalent to CL-25; or a bachelor's degree from an accredited college or university in business or public administration, accounting, or other financial field of study; or completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in one of the aforementioned fields of study. Excellent communication and organization skills are required. Skill in the use of automated equipment, including word processing, spreadsheet, and database applications, as well as budget, financial, and accounting systems is a must. Knowledge of audit principles and government accounting practices, procedures, and principles. Must be analytical, accurate with numerical

calculations, and skilled in independently analyzing and reviewing accounts. Must be knowledgeable of the overall fiscal reconciliation process.

Specialized experience is progressively responsible experience in at least one but preferably two or more of the functional areas of financial management and administration such as budgeting, accounting, auditing, or financial reporting that provided a knowledge of the rules, regulations, and terminology of financial administration.

### **Conditions of Employment**

Must be U. S. Citizen or eligible to work in the United States. Citizenship requirements for employment in the Judiciary are available for public review at [www.uscourts.gov](http://www.uscourts.gov). The selectee considered for this position is required to undergo an FBI Background Check and/or Investigation as a condition of employment. The selectee may be appointed provisionally, and retention will depend upon favorable suitability determination of the background investigation results. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

### **Benefits**

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause. U.S. Probation Office employees are covered by the Court Personnel System and are entitled to the following federal benefits: 10 paid holidays; paid annual leave; paid sick leave; health insurance benefits (variety of plans); life insurance; long term care insurance; flexible benefits; retirement plan; thrift savings plan 401(k). (For benefit plan specifics see the Careers page at: [www.uscourts.gov](http://www.uscourts.gov)). This position is subject to mandatory Electronic Funds Transfer (direct deposit) participation for payment of net pay.

### **Application Procedures**

Only candidates selected for an interview will be contacted. Interviewees may be asked to participate in proficiency tests. Interested and qualified applicants must submit a letter of interest, resume, list of at least three references with contact information, and a completed Federal Judicial Branch Application for Employment. (For application form see Careers page at: [www.uscourts.gov](http://www.uscourts.gov)).

Application materials may be sent via e-mail or mail, to be received no later than close of business on Friday, February 7, 2014, to:

Charlotte Griggs, Human Resources Specialist  
United States Probation Office  
333 W. 4<sup>th</sup> Street, Suit 3820  
Tulsa, Oklahoma 74103  
918-699-4841  
[Charlotte\\_Griggs@OKND.USCOURTS.GOV](mailto:Charlotte_Griggs@OKND.USCOURTS.GOV)

The U.S. Probation Office reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written notice or other notice.

**Equal Opportunity Employer**